



# STUDY GUIDE

## COBB COUNTY SPECIAL EDITION



### **NATIONAL CRIMINAL JUSTICE OFFICER** Selection Inventory

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## Introduction

This *Study Guide* has been developed to introduce you to the *National Criminal Justice Officer Selection Inventory (NCJOSI)*. The exam consists of a series of multiple-choice questions and rating scales designed to test important cognitive abilities and personality attributes that are necessary for effective job performance as a criminal justice officer.

In developing the NCJOSI, a group of law enforcement experts from criminal justice agencies throughout the United States identified many of the tasks essential to the performance of the job of a criminal justice officer. From these tasks, five essential areas for entry-level testing were determined. These five areas are as follows:

- problem-solving ability
- reading comprehension
- mathematics
- writing ability
- personality characteristics

These five test areas have been clustered or grouped into two sections on the NCJOSI. The cognitive section, which includes problem-solving, reading comprehension, mathematics and writing ability, is the first part of the exam and includes a total of 45 questions. Various attitudes and personality characteristics are clustered together to form the second section of the NCJOSI, which includes a total of 42 questions.

The total time allowed for taking the NCJOSI is one (1) hour.

The selection process for criminal justice officers is very competitive, and higher scores on the entrance exam will

increase your chances of being hired by a law enforcement or corrections agency. Although you are not required to read or use this *Study Guide*, we encourage you to do so. The more you prepare for the test, the more likely you are to improve your score.

We hope this booklet will help you to become better prepared, and we wish you the best of luck on the examination.



## General Exam Information



### ♦ Objectives of this *Study Guide*

There are several objectives that we would like to accomplish with the use of this *Study Guide*. They are outlined for you below.

#### **1) To help you become acquainted with the types of questions included in the exam.**

This *Study Guide* will provide you with a better understanding of the nature and format of questions that will appear on the NCJOSI. The exam is designed to be a measure of your job-relevant cognitive abilities and personality attributes. You will be tested on four separate cognitive abilities: problem-solving, reading comprehension, mathematics, writing ability and several personality attributes. A definition of each of these areas and an explanation of how they apply to the job of an entry-level criminal justice officer will be provided in this guide. In addition, sample test questions are also provided in each measurement area to give you a good idea of the types of questions to expect.

We encourage you to become acquainted with the different measurement areas and question formats that will appear on the exam.

#### **2) To inform you of the rules governing the testing process.**

This guide will provide you with information about what you will be allowed to bring with you when you take the exam. Also included in this section is information

about what is expected of you and what you can expect from the test proctors. It is a good idea to be aware of the rules before the day of the test so that you will not be distracted during the actual administration and can focus all of your efforts on doing well on the exam.

#### **3) To provide you with some general test-taking strategies.**

It is very important to pay close attention to this section of the *Study Guide*. The general test-taking strategies presented in this section can help to ensure that you work as efficiently and effectively as possible on the exam. Following these general test-taking strategies may help to improve your overall score on the NCJOSI.

#### **4) To provide specific instructions for completing the exam answer sheet.**

Because the NCJOSI is computer-scored, you will mark your answers on a computer scan sheet. If your answers are not marked correctly on this answer sheet, you will not receive credit for correct answers.

#### **5) To provide you with information about common test-taking errors and strategies for avoiding them.**

This *Study Guide* explains errors typically made by test takers in multiple-choice exams and includes steps for analyzing your own errors and suggestions for avoiding the same errors in the future.

## ◆ Exam Specifications

The exam is divided into the following two sections:

**Section I:** The following four job-related cognitive abilities will be tested in this section:



- 1) Problem-solving
- 2) Reading comprehension
- 3) Mathematics
- 4) Writing ability

**Section II:** This section of the NCJOSI measures various job-related personality attributes that indicate how successful you will be as a criminal justice officer.



## ◆ Tips for the Day of the Exam

### ✓ Preparation for the exam.

You will increase your chances of obtaining your best score if you spend some time preparing for the exam. This includes reading this *Study Guide* and finding out as much as possible about the exam ahead of time, trying to avoid becoming overly anxious about the exam, and using good test-taking strategies.



### ✓ Your physical well-being.

Get a good night's sleep before the exam. Try to ensure that you are in the best possible condition both physically and mentally on the day of the exam.

### ✓ Arrive early.

Make all necessary arrangements to ensure that you arrive early at the test site. You may need to make advance

arrangements for such things as childcare and a ride to the test site. It would also be wise to anticipate traffic delays in traveling to the test site and to allocate extra travel time to ensure an early arrival even with delays. Give yourself ample time to settle in at the test site.

### ✓ Calculators.

Calculators are allowed at this examination. You should make sure you have arranged to have one on test day. You will be at a disadvantage if you do not have one as compared to those who do bring calculators. Be sure you test your calculator prior to test day and replace the batteries to ensure that it works when you need it to.

### ✓ Confidence.

The more confident you are in your abilities, the more likely you are to do well on the exam. Try to stay focused so that you don't end up reading sentences and answer choices over and over again. You want to take control of the exam by feeling confident in your skills. Try to relax but concentrate on the exam you are about to take.

### ✓ Attitude.

This exam is an opportunity for you to show your skills and abilities, and a positive attitude can have an impact on increasing your test score. There are a few ways to fine-tune your attitude about taking this exam:

- ✓ Look at this exam as a challenge but try not to get "stressed out" by thinking about it too much.

- ✓ Remember that passing this exam is the first step in the selection process for entrance to the police academy, but it is not the only piece of information used to make that decision.
- ✓ Remember that by using this *Study Guide* and practicing your strategies, you can be more prepared for the exam.

### ◆ Ten Basic Test Rules

- 1) Promptness is mandatory for admittance to the test on the date and time scheduled.
- 2) Photo identification is mandatory for admittance to the test.
- 3) You must bring the following supplies to the test: two sharpened #2 pencils, an eraser and a watch. A small pencil sharpener is also recommended but not mandatory. No other supplies will be permitted at the test site.
- 4) Calculators **ARE** allowed at the test site. If you wish to use a calculator, **be sure to bring your own**. They will not be provided for you.
- 5) Beepers, portable phones and other communication devices will not be permitted during testing. **If you choose to use an unauthorized communication device, in violation of testing guidelines, your test will be collected and considered invalid.**
- 6) Handbags, backpacks or other personal items will be placed on the floor under your work area (table/desk). You may not open your handbag, backpack or any other personal belongings during the testing process.

- 7) You will undergo the same standardized process as all other candidates, with respect to the testing process (e.g., notification, instructions, etc.).
- 8) Due to the security measures that will be in place, only authorized candidates will be admitted to the test site.
- 9) All questions or concerns that arise during the testing process should be directed to the appropriate designated test administration staff person(s).
- 10) It is strictly prohibited for you to leave the test site with any test materials. All test materials supplied must be returned before you exit the test site.

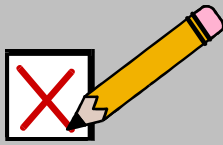




## ◆ General Strategies for Taking the NCJOSI

### ✓ **Listen carefully.**

The exam administrator will provide you with complete instructions for taking the exam. Be sure that you pay close attention to all test instructions. It is extremely important that you completely understand the directions before the exam begins.



### ✓ **Ask questions.**

If there are instructions that you do not understand or if something is not clear, please feel free to ask the exam administrator any questions that you may have before the exam begins.

### ✓ **Note start and end times.**

Just before the test administrator begins the test, make a note of the time that the test will actually begin and the time that the test will end.

### ✓ **Keep track of time.**

It is important that you keep track of your time so that you are able to pace yourself throughout the exam. You do not want to run out of time and have unanswered questions. Since the score on the cognitive portion of your exam will be based on the total number of correct answers, you will want to work both quickly and efficiently. It is also important that you keep track of time so that you are able to allot a few minutes to guess on unanswered questions at the end of the exam.

### ✓ **Remain calm.**

It is important that you remain calm throughout this exam so that you are able to work most effectively. You can't allow yourself to become nervous or

confused by a few difficult or challenging questions. There are going to be times when you are not going to know the answer, and neither will other individuals taking the exam. If you believe that you have not done well on any particular type of question, try to remain calm and focus on doing your best for the rest of the exam.

### ✓ **Read each question carefully.**

Be sure that you understand what the question requires of you.

### ✓ **Read for meaning.**

Don't get stuck on words or sentences you do not understand. You may be able to get the main idea from a sentence or paragraph without understanding the individual words or the individual sentences.

### ✓ **Try to answer the question correctly before you look at the answers given.**

If you know the answer, compare it to the available choices and pick the choice closest in meaning to the answer you have in mind.

### ✓ **Answer easy questions first.**

It is important that you answer the easy questions first on this exam. By doing so, you will afford yourself more time to spend on the difficult questions if necessary. Seek out questions you can answer. If there are particular kinds of questions that you feel most comfortable with, answer those questions first. For example, if you are particularly good at reading comprehension, then find those items first and complete them.



✓ **Don't waste time on questions you can't do.**

If you believe that you are not able to answer a question, then skip it. It is better to skip a difficult question than to spend a lot of time on it and not be able to complete other exam questions.

✓ **Mark your exam booklet.**

Mark in your exam booklet those questions that you have skipped so that you are able to come back to them later in the exam. Marking questions that you have skipped in your test booklet will help to ensure that you have answered all of the questions by the time the examination period has ended.

✓ **Use a process of elimination.**

If a situation presents itself where you are unable to answer a question, use a process of elimination to narrow your options. First, eliminate any answers that are clearly wrong. Then determine how you feel about the remaining choices. If you believe that some answers are more correct than others, indicate that on your exam booklet. Later in the exam, you may have an opportunity to come back to these questions and answer them without having to read the entire question again.

✓ **Guessing.**

It is important that you try to get as many points as possible on the examination. Points are given for correct answers only. Because there is no penalty (i.e., points deducted) for guessing or incorrect answers on this exam, you should try to answer every question. By leaving yourself enough time at the end of the test to fill in unanswered questions using your "best guess," you will increase the possibility of getting a few of them correct.

✓ **Extra time.**

If you finish the exam before the time period is over, review your answers and make any changes that are necessary. Also make sure that you have marked your answers on the answer sheet correctly.

♦ **Strategies for Analyzing and Avoiding Errors**

Four common causes for choosing incorrect responses are presented to you below, along with suggestions for avoiding these errors. Reading through this section carefully can help you identify and correct any major weaknesses in your test-taking behavior.

**1) Answer sheet marking errors and guessing errors.**

- ❑ **Reason:** You may have missed a question because you skipped it and failed to come back to it later.

**Suggestion:** *Be sure you mark skipped questions in your exam booklet and remember to go back to them before the end of the exam period.*

- ❑ **Reason:** You may have lost track of the time and been unaware that the exam period was about to end before you could mark any remaining unanswered questions.

**Suggestion:** *Be sure to check your watch often (time goes by quickly during an exam) so that you can keep track of how much time you have left. Leave five minutes at the end of the exam so that you are able to go back to any unanswered questions and complete them.*

- ❑ **Reason:** You may have been forced to make guesses for questions at the end of the exam because you spent too much time working on difficult questions rather than skipping them and saving them for later.

**Suggestion:** *If you did skip difficult questions, it may be because you failed to narrow down the number of alternatives in the question.*

### 2) Misreading a question or answer.

- ❑ **Reason:** This may occur because you overlooked a key word or phrase.

**Suggestion:** *When choosing an answer, underline key words and phrases that stand out. Once you have underlined the key words and phrases, check the details of the possible answers with the details you underlined, one by one. Always keep in mind that you are looking for the best possible answer with the most accurate details.*

### 3) Not knowing the meaning of key words.

- ❑ **Reason:** This is a problem with vocabulary.

**Suggestion:** *When you come to an unfamiliar word, reread the sentence to determine the general, overall meaning of the sentence. This is known as “reading for meaning.” The meaning of the unfamiliar word should become clearer as you begin to understand the phrases and ideas that surround it.*

### 4) Answers that “look” good.

- ❑ **Reason:** An incorrect answer may contain an exact phrase from the original question.

**Suggestion:** *Beware of answers containing exact words or phrases from the question.*

- ❑ **Reason:** An incorrect answer may overstate information that was presented in the question. For example, if the question says, “Some incidents...”, an incorrect answer may say, “All incidents...”

**Suggestion:** *Stick strictly to the facts described in the exam question itself. Don’t be drawn to answers that stretch or exaggerate these facts or rules. This is the time to watch out for words such as “only,” “never,” “always,” “whenever,” “all,” etc.*

### Other suggestions:

- *Have an answer in mind before you look over the alternatives. This will make you less likely to choose an answer that just looks good.*
- *Beware of choosing answers based on common sense or previous knowledge and experience. Answer ONLY on the basis of the material presented in the exam question itself.*

## ◆ Instructions for Using the Answer Sheet

This section describes the procedures used to fill in the answer sheet during the actual exam. All of the questions on the examination will be multiple-choice. *You will mark your answers on the scannable answer sheet included with the NCJOSI, and detailed instructions on how to use it will be outlined for you at that time.* A sample of the answer sheet has been provided below for your review.

### Things to consider when marking the answer sheet:

- ✓ Make heavy black marks that fill the circles completely.
- ✓ Erase any answers you wish to change completely.
- ✓ Do not make any other marks on the answer sheet.
- ✓ Use a #2 pencil ONLY. Pencil is required to complete the answer sheet because a computer will be reading these marks. Do not use ink or ballpoint pens.
- ✓ Place all of your answers on the answer sheet. Only answers on the answer sheet will be scored. You may use your exam booklet as scratch paper, but be certain to record your answers on the answer sheet.

1.	A	B	C	D	E
2.	A	B	C	D	E
3.	A	B	C	D	E
4.	A	B	C	D	E
5.	A	B	C	D	E
6.	A	B	C	D	E
7.	A	B	C	D	E
8.	A	B	C	D	E
9.	A	B	C	D	E
10.	A	B	C	D	E

- ✓ Use your *exam booklet* for scratch paper.
- ✓ Be sure that the number of the question you are working on corresponds with the number that you fill in on the answer sheet. For example, if you are working on question 37, make sure that you fill in your answer in the space marked 37 on the answer sheet. Periodically, check yourself to make sure that your answers are in the correct spaces.
- ✓ There are five alternatives (a, b, c, d and e) listed on the answer sheet for each question. Please be sure that you mark your answer in the appropriate column. You may want to go back and check your answers periodically to be sure that you have placed your answer in the correct column.

You will notice that on question 10 on the sample answer grid to the left, the circle marked “A” has been filled in. This indicates that alternative “A” has been selected as the correct answer for question 10. This is the correct way to mark your answer sheet. The reason that we ask you to take such care in marking your answer sheet is that the computer is not able to recognize other marks such as checks (✓), X’s, partially filled-in circles, etc. If the computer encounters poorly erased responses or incomplete or stray marks on your answer sheet, you may not receive credit for a correct answer.

## Areas of Measurement

### ◆ Cognitive-Ability Areas

The information presented in this section of the *Study Guide* will assist you in becoming familiar with the structure of the cognitive-abilities section of the exam. The four cognitive abilities measured are problem-solving, reading comprehension, mathematics and writing ability. A brief definition of each cognitive ability is presented along with sample questions to orient you to the different question formats.



It is important to note that all the job-related questions presented in this area are designed to measure your basic problem-solving, reading comprehension, mathematics and writing abilities. **While these questions are presented in a criminal justice context, no prior knowledge of law enforcement or corrections is required to answer any question on this test.** Some questions will present specific laws and law enforcement procedures. No prior knowledge in these areas is necessary to successfully answer these questions. **You should answer all questions in this section solely on the basis of the information presented in the question.** Further, it should be noted that procedures and definitions contained in test questions are not necessarily those of any criminal justice agency.

Following is the format that will be used to familiarize you with the areas of measurement on the examination:

#### Definition

In this section, each ability is defined, and you are provided with examples of how the ability applies to the job of an entry-level criminal justice officer.

#### General Information

This section describes the various types of questions that will be used to assess your ability with respect to the four cognitive-ability areas. For each type of question, you will see the correct answer to the sample question as well as some strategies to assist you in responding to such questions where appropriate.

#### Sample Questions

In each of the ability areas, two sample questions are given to illustrate the types of questions that may appear on the NCJOSI. By answering the sample exam questions, you can assess your understanding of the information.

### Problem-Solving Ability

#### Definition

Problem-solving is defined as the ability to deal effectively with routine or unusual situations that can present themselves on the job. It can also be thought of as the ability to anticipate situations and to generate alternative plans of action. This ability is applicable to the job of a criminal justice officer because officers engage in a variety of activities that require them to perceive critical elements of a situation and then formulate plans and take action to deal effectively with these situations. Criminal justice officers must always be prepared for any situation where their assistance may be needed.

## General Information

There are several types of problem-solving questions in the NCJOSI. A few of them are outlined for you.

## Sample Questions

- 1) Deputy Sheriff Samantha Brown obtains the following information on crimes in her patrol area:

All drug sales take place on Sheridan Road between Peterson Avenue and King Drive. Most of the rapes take place on Peterson Avenue between Sheridan Road and Commonwealth Place. All of the assaults take place on King Drive between Commonwealth Place and Palmer Drive. The rapes occur between 9:00 p.m. and 12:00 a.m.; the assaults occur between 4:00 p.m. and 12:00 a.m.; most of the drug sales occur between 7:00 p.m. and 11:00 p.m. The assaults usually occur on Wednesdays and Thursdays; the drug sales occur on Mondays and Tuesdays; the rapes occur on Fridays and Saturdays.

Deputy Sheriff Brown would most likely be able to reduce the number of drug sales by patrolling which of the following?

- a. Peterson Avenue between King Drive and Commonwealth Place on Mondays and Tuesdays between 8:00 p.m. and 4:00 a.m.
- b. Sheridan Road between Peterson Avenue and King Drive on Fridays and Saturdays between 7:00 p.m. and 11:00 p.m.
- c. King Drive between Palmer Drive and Commonwealth Place on Wednesdays and Thursdays between 4:00 p.m. and midnight.
- d. Sheridan Road between Peterson Avenue and King Drive on Mondays and Tuesdays between 8:00 p.m. and midnight.
- e. Peterson Avenue between Commonwealth Place and Palmer Drive on Mondays and Tuesdays from 4:00 p.m. to 12:00 a.m.

Answer sample question two solely on the basis of the following information:

When a correctional officer is assigned to guard a hospitalized prisoner, only the following persons are allowed to visit the prisoner:

- Lawyer, if requested by the prisoner.
- Member of the family, after written permission has been given by the police department. Authorization must appear on police department letterhead under the signature of the chief of police.

2) Raymond Smith has recently committed an armed robbery and is a prisoner at St. Joseph's Hospital. Mr. Smith injured himself while attempting to flee the scene of the crime and is presently unable to speak. Correctional Officer Richard Seitz, who is guarding Mr. Smith, is approached by Joanne Abbey, an attorney requesting to see the prisoner. Officer Seitz explains to Ms. Abbey the rules for visiting a hospitalized prisoner. Ms. Abbey has documentation to prove that she is a lawyer and insists on seeing the prisoner. She further states that she is Mr. Smith's cousin. An aide at the hospital, who knows them both, confirms the relationship. In this situation, for Correctional Officer Seitz to allow Ms. Abbey to visit would be \_\_\_\_\_.

- a. proper, primarily because Ms. Abbey is an attorney
- b. improper, primarily because only a doctor can determine who is allowed to see a patient who is seriously ill
- c. proper, primarily because Ms. Abbey is a member of Mr. Smith's family
- d. improper, primarily because Ms. Abbey lacks written permission to visit the prisoner
- e. proper, primarily due to the nature of the prisoner's injuries

The answer to both sample questions one and two is D.

If you had trouble determining the correct answer for either of the sample questions, look at the information provided in the problem and compare it to the correct answer.

## Reading Comprehension

### Definition

Reading comprehension is defined as the ability to understand written materials presented on the job and the ideas associated with them. This ability is related to the job of a criminal justice officer because officers must read, understand, and interpret the laws, procedures, and a variety of departmental correspondence containing information critical to the effective performance of job tasks, duties, and responsibilities.

### General Information

Questions in this section are presented in a variety of different formats. You are asked to read over a short descriptive paragraph and answer the two to five questions that follow. The subject matter will vary from one paragraph to the next. Some paragraphs may discuss law-enforcement-related topics, such as crime scene procedure, weapons, etc.

These types of questions can be more time-consuming than other questions because there is a great deal of material to read. You should read through the material carefully so that you may correctly answer the questions that follow.

### Sample Questions

Based on the information provided for you in the descriptive paragraph, you are to answer the five questions that follow. These answers are taken directly from the descriptive paragraph. Thus, if you have trouble determining the correct answer, look back into the paragraph for clues.

Although the detectives do not have a suspect, evidence from the crime scene suggests several possibilities. The direct route of the burglar indicates that the perpetrator most likely knew the inside of the home fairly well. He passed up the camera and VCR in the living room and the Gucci tennis bracelet and silver jewelry lying on the dresser in the bedroom. No steps were wasted.

The fact that the burglar was able to deactivate the elaborate alarm system suggests that the burglar may be a career criminal. The fact that the burglar took only the real emeralds and left the “paste” seems to indicate that he or she is a gemstone expert. The Franklin Insurance Company (FIC) insured the emeralds for \$100,000. They were taken from the safe that is hidden behind a picture in the bathroom.

- 3) Which of the following items was located in the living room?
  - a. A camera.
  - b. Silver jewelry.
  - c. A Gucci tennis bracelet.
  - d. The “paste.”
  - e. The emeralds.
- 4) Where were the emeralds hidden in the house?
  - a. The middle drawer of the desk.
  - b. In the bookcase.
  - c. Underneath a heating vent cover.
  - d. In the dresser.
  - e. In a safe hidden behind a picture.

- 5) What item did the burglar leave behind, indicating that he or she is an expert?
  - a. Camera
  - b. VCR
  - c. Paste
  - d. Tennis bracelet
  - e. Jewelry
- 6) Which of the following factors indicate(s) that the burglar knew the inside of the home fairly well?
  - a. The fact that the burglar was able to deactivate the elaborate alarm system.
  - b. The fact that the burglar took a direct route to the emeralds.
  - c. The fact that the burglar took only the real emeralds.
  - d. The fact that the detectives do not yet have a suspect.
  - e. Both a and c.
- 7) The emeralds were insured by the Franklin Insurance Company for which amount?
  - a. \$100,000
  - b. \$50,000
  - c. \$10,000
  - d. \$5,000
  - e. \$1,000

Based on the information provided for you in the descriptive paragraph, you were to answer the five sample questions that followed. You must try to narrow your choices by eliminating those response alternatives that are clearly wrong and evaluate the remaining choices for detail and accuracy.



The answers to sample questions 3 - 7 are as follows:

- 3. A
- 4. E
- 5. C
- 6. B
- 7. A

These answers are taken directly from the descriptive paragraph. If you have trouble determining the correct answer, reread the paragraph for clues.

## Mathematics

### Definition

Mathematics is defined as the ability to conduct simple on-the-job arithmetic computations, including addition, subtraction, multiplication and division. This ability is related to the job of a criminal justice officer because officers often calculate the value of items, determine bond percentages, estimate distances traveled and other important tasks necessary to perform their jobs.

### General Information

Questions in this section will present you with all of the information that is necessary to compute the correct answer. You must determine the proper arithmetic operation (e.g., addition, division) that should be used to solve the problem and correctly apply the operation to the information provided. Sometimes it will be necessary to apply more than one operation to solve the problem.

### Sample Questions

- 8) A police officer apprehends a thief trying to steal a purse. Upon investigation, the arresting officer finds that the thief is carrying three watches, two wallets, five cell phones and three beepers. According to the chart below, what is the total value of the recovered items?

Item	Value
1 watch	\$100
1 wallet	\$75
1 cell phone	\$100
1 beeper	\$90

- a. \$1,120
  - b. \$1,145
  - c. \$1,220
  - d. \$1,295
  - e. \$1,320
- 9) If a gas tank in a patrol car holds 17.5 gallons, and premium-grade gasoline costs \$1.48 per gallon, how much will it cost to fill the tank (assuming that the tank is half-empty)?
- a. \$11.10
  - b. \$11.95
  - c. \$12.90
  - d. \$12.95
  - e. \$25.90

The answer to sample question eight is C, and the answer to sample question nine is D.

These answers are taken directly from the information provided in the questions. If you have trouble determining the correct answer, reread the questions for clues.

## Writing Ability

### Definition

Writing ability is defined as the ability to use correct grammar, spelling, punctuation and vocabulary when relaying information in a written format. This includes the ability to reduce points of information to a written format in a logical manner as well as the ability to communicate accurate information (e.g., names, times, dates, facts, etc.) in written format. Criminal justice officers are frequently required to write reports on incidents to which they respond and cases on which they are working. To do this, they must be able to convey their knowledge of the situation in a logical, accurate and coherent manner. Criminal justice officers must be able to communicate well in writing.

### General Information

Test questions in this section are designed to assess your ability to use correct grammar, spelling and punctuation. You will also be tested on your ability to organize and present information in an accurate, logical and coherent manner.

### Sample Questions

10) An officer \_\_\_\_\_ a weapon at all times to protect himself/herself from potential harm.

- a. carrys
- b. caries
- c. cares
- d. carries
- e. carres

11) The warden went to the crime scene to \_\_\_\_\_ how the crime was committed.

- a. sea for herself
- b. sea four herself
- c. see for herself
- d. see for herselfe
- e. see fore herselfe

Sample questions 10 and 11 test your ability to use correct grammar and spelling. Based on the information provided for you in the sentence, you must answer with the choice that makes the most sense and gives the correct meaning to the sentence. Option D is the correct answer for sample question 10, and option C is the correct choice for sample question 11.

12) State Trooper Victor Smith is dispatched to the scene of a burglary at the home of Heather Cesario, an elderly female. At the scene, Mrs. Cesario's account of the incident includes the following five sentences:

- 1. I noticed that the glass sliding door at the back of the house was wide open.
- 2. My personal belongings were strewn all about the house, and I noticed that my television set and radio were missing.
- 3. I suddenly realized that someone might still be in the house, and I felt very afraid.
- 4. I returned home from the doctor's office at 6:30 p.m. and parked my car in the garage.
- 5. I went to my neighbor's house and called the police.

The most logical order for the above sentences to appear in the report is \_\_\_\_\_.

- a. 1, 5, 4, 2, 3
- b. 4, 3, 2, 5, 1
- c. 1, 5, 2, 3, 4
- d. 2, 4, 1, 3, 5
- e. 4, 1, 2, 3, 5

13) While on patrol, Officer O'Hara is dispatched to the *Harley Davidson's Tap* to respond to a complaint call. At the scene he obtains the following information during a brief investigation:

Place of occurrence:

*In front of the Harley Davidson's Tap.*

Time of occurrence:

*Between 12:00 a.m. and 2:00 a.m.*

Victim: *Harry White, 1556 W. Elmdale.*

Complaint: *Paint poured onto his vehicle.*

Officer O'Hara is preparing a report on the incident. Which one of the following expresses the above information **most clearly and accurately**?

- a. While parked in front of the *Harley Davidson's Tap*, Harry White stated between 12:00 a.m. and 2:00 a.m., that paint was poured onto his vehicle at 1556 W. Elmdale.
- b. Harry White between 12:00 a.m. and 2:00 a.m., while parked at 1556 W. Elmdale, his residence, stated that paint was poured onto his vehicle.
- c. Between 12:00 a.m. and 2:00 a.m., Harry White of 1556 W. Elmdale stated, while parked in front of *Harley Davidson's Tap*, that paint was poured on his vehicle.
- d. Harry White, of 1556 W. Elmdale, stated that between 12:00 a.m. and 2:00 a.m., paint was poured onto his vehicle while it was parked in front of the *Harley Davidson's Tap*.
- e. Harry White stated that paint was poured on his vehicle of 1556 W. Elmdale while parked in front of the *Harley Davidson's Tap* between 12:00 a.m. and 2:00 a.m.

Sample questions 12 and 13 test your ability to organize and present events in a clear, accurate, logical manner. Based on the information provided for you in the question, you must select the option that is most accurate and represents a clear presentation of the events in the most logical sequence. The correct answer to sample question 12 is option E, and the correct answer for sample question 13 is option D.

## ◆ Personality Attributes

The information presented in this section of the *Study Guide* will assist you in becoming familiar with the structure of the personality attributes section of the exam. A brief definition of the personality component is presented along with sample statements to orient you to the different question formats.



The items appearing in this section are significantly different from the questions appearing in the cognitive-abilities section in terms of design and requirements for your response. **It is important to note that the statements in this section are not scored in terms of correct or incorrect answers.** These items are presented as a series of statements for you to respond to by marking the answer that best fits your opinion. The following five-point scale is provided for you to record your response to each statement presented:

- 1 - Strongly Agree
- 2 - Agree
- 3 - Not Sure
- 4 - Disagree
- 5 - Strongly Disagree

There are no obviously "correct" or "incorrect" responses to these types of items as there are on the cognitive questions. The goal of the personality component of the NCJOSI is to compare your attitudes and personality characteristics to those of successful criminal justice officers. The closer your responses match those of successful officers, the more likely it is that you will be successful on the job.

Your response should be an indication of how you feel about the statement that is presented. You should respond honestly to each statement. A good guideline for answering these types of items is to put down the first response that feels right. Overanalyzing the statement or looking for hidden meaning can often cause you to misunderstand the statement and respond in a manner that does not reflect your true personality.

### Sample Personality-Attribute Statements

Please rate the sample personality-attribute statements, using the scale previously provided. Be as open and honest as you can when making your ratings. Remember, there are no correct or incorrect answers.

- 1) I am sometimes nervous around friends whom I have not seen for a long time.
- 2) I enjoy trying to make others feel comfortable in new situations.
- 3) When I am uncertain of how to do a task, I will usually ask for clarity.
- 4) I am more assertive than most of my friends.
- 5) Most people feel stressed when they get home from work or school.

**Good luck on the NCJOSI and in your criminal justice career!**